

Wyoming Prevention Framework Community Grant Report

Attachment B

This report is for this time period

May 1 - September 30, 2007

Today's Date

County

Contract Organization Name

Your Name

Your Mailing Address

City, State, Zip

Your Work Phone Number

Fax

Your Work Email Address

10/15/2007

Campbell

Gillette Police Department

Charlotte Holden Carr

P.O. Box 518

Gillette, WY 82717

307.686.5234

307.686.0396

charlotte@ci.gillette.wy.us

Please email this report as an **attachment** to...
Substance Abuse & Mental Health Services Division,
Wyo Dept. of Health
lisa.laake@health.wyo.gov

For information call 1-800-535-4006
or 307-777-6494

Please keep both a hard-copy and file copy for your records

Item	Contract Deliverables	Date due	Percent Completed (or notes on amount completed)	Date Completed	Comments or Notes
A Staff, Board of Directors, Volunteers, Work Assignments, and Technical Assistance					
1	SPF Staff Hired (report name, percent of time, email address, phone number)	1-Feb-07	100%	3/5/2007	Charlotte Holden Carr; 100% FTE; charlotte@ci.gillette.wy.us; 307.686.5234
2	Supervise SPF staff/staff evaluation (note dates and any notes)				Supervision meetings are held as needed to assess progress of grant. Formal evaluation will be held in October.
3	Name, title, and phone number of the staff's supervisor				Rod Hauge, Lieutenant, 307.686.5341
4	Criminal history record compliance (briefly note yes or no if any action was taken this quarter--do not report names)				
5	Staff training and paid travel (list all training paid under the contract, dates, traveler name, amount)				5/17/07: Methamphetamine Workshop, Campbell County Memorial Hospital, Charlotte Holden Carr, \$55; 5/23-25/07: Partnership for a Drug Free America, Charlotte Holden Carr, \$115.26; 6/25-28: MHSASD Lander Training, Charlotte Holden Carr, \$409.22; 7/23-24: TIPS Train the Trainer, \$449; 8/1-5/07: National Leadership Conference, Charlotte Holden Carr, \$1596.47; 9/9-11/07: MHSASD Cheyenne Training, Charlotte Holden Carr, \$581.79; National Prevention Network Research Conference, Charlotte Holden Carr, \$1533.16.
6	Notify the Division of any board of directors/staffing changes				
7	Other Contract Work Agreements (report details)				
8	Complete agreement with SPF-TAC				
9	Other				

B Needs Assessment Activities					
1	Needs Assessment Training/Winter 07 Meeting	Feb or March 2007	100%	3/5/2007	Attended by Charlotte Holden Carr and Rod Hauge
2	Needs Assessment Instrument Received	Feb or March 2007	100%		Yes
3	Data Collection		100%	6/7/2007	Completed with 8 CAC members contributing to effort
4	Data Analysis		100%	6/7/2007	Completed by Needs Assessment Subcommittee comprised of 5 CAC members
5	Priorities Identified		100%	6/7/2007	The CAC determined three Priority Causal Areas: Community Norms, Social Availability, Individual Factors. The following were considered "hot spots" for the community: DULs, Adult and Youth Consumption, Concerns with the Criminal Justice System, and Favorable Parental Attitudes Toward Use.
6	Needs Assessment Sent to SAD	1-Jun-07			
7	Receive SAD Comments @ Needs Assessment	15-Jun-07	100%	6/8/2007	
8	Revise Needs Assess/Submit Final				
9	Other				

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C Community Infrastructure Activities					
1	Community Advisory Council Activities briefly list CAC activities				Conducted Town Hall Meeting on 5/10/2007. Completed Needs Assessment. Completing Strategic Plan.
2	Community Advisory Council Meetings List dates & number of people who attended <i>See below for membership report</i>				5/10/2007 - Town Hall Meeting: 9 present; 6/7/2007: 13 present; 7/12/2007: 11 present; 8/23/2007: 9 present; 9/6/2007: 13 present.
3	Budget and Funding Approved by CAC (<i>attach minutes</i>)			7/12/2007	The CAC approved the budget. Minutes attached.
4	Community Resource Assessment note date and attach report		100%	8/23/2007	Initial Resource Assessment completed with Needs Assessment. Comprehensive Needs Assessment completed as part of Strategic Planning process.

					Attempts were made to get articles in the Gillette News-Record regarding the Town Hall meeting and the Needs Assessment to no avail. A letter to the editor was published on 7/31/07 by the Prevention Framework Project Coordinator to draw attention to the prevalence of adults providing alcohol to minors. Public presentations carried out by CAC members will begin following completion of the Strategic Plan.
5	Present Findings/Process to Community (Optional) local SAPST and/or CADCA Training				
6	for SAC/Community				
					Town Hall meeting on 5-10-07; 20 persons in attendance; discussed alcohol-related problems, factors, social availability, community norms, & individual factors. 5 CAC members served on the Needs Assessment Subcommittee, meeting weekly to determine draft of Needs Assessment which was finalized by the CAC; 9 CAC members served on the Strategic Plan Subcommittee meeting weekly to determine a draft of the Strategic Plan which was finalized by the CAC. 3 representatives from the School District held two meetings with the Strategic Plan Subcommittee to determine strategies for the schools.
7	Briefly describe how the community was involved in the SPF process during this reporting period				
8	Other CAC/Infrastructure				

D Strategic Planning Activity

	Attend Strategic Planning Training	Jul-07	100%		Attended by Charlotte Holden Carr.
	Receive Strategic Planning Materials from SAD		100%		
					Read materials provided by SAD. Researched additional strategies published by entities such as NHTSA, WFLI, MADD. Downloaded and read all available resources for Communities Mobilizing for Change on Alcohol.
	Research Evidence Based Strategies		100%		
					Created table with needs from Needs Assessment, available resources, potential resources, and notes from Strategic Plan Subcommittee meetings. Please see attached for copy.
	Match Strategies to Data/Needs		100%		
	Write Strategic Plan		100%	9/6/2007	Completed.
	Submit Strategic Plan to SAD		100%	9/12/2007	Submitted.
	Receive SAD Comments/Revise/Final Plan	31-Aug-07			
	Other				

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E	Implementation (only with SAD approval)				

F Deliverables and Assurances Reports

	For February 1 - April 30				
1	May 15: Submit this report to SAD	15-May-07	100%	5/15/2007	Submitted.
2	May 15: Submit Expenditure Report to SAD	15-May-07	100%	5/15/2007	Submitted.
	For February 1 - June 30				
3	July 31: Submit CLI to SAMHSA	31-Jul-07			Have completed on paper. However, was unable to complete online due to CLI operational failure.
	For May 1 - June 30				
4	July 31: Submit Expenditure Report to SAD	31-Jul-07	100%	8/1/2007	Submitted.
	For May 1 - September 30				
5	October 15: Submit this report to SAD	15-Oct-07			
	For July 1 - September 30				
6	October 15: Submit Expenditure Report to SAD	15-Oct-07			
7	Complete evaluation agreement with WySAC	30-Mar-07	100%	5/9/2007	Completed.
8	Provide any other evaluation information				
9	Submit any requested data				
10	Obtain Chapter 16 Prevention Certification				
11	On-Site evaluations or reviews				
12	Post 2 newspaper ads/articles about the SPF grant (attach copy)				3/9/07; 5/10/07; 7/30/07

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G	Other Information				
	Briefly describe any actions taken by the LEAD AGENCY (fiscal agency) board of directors or high level staff around the SPF SIG grant				
1	Restricted activities (report any approval requested and received for these)				
	fairs/brochures/educational materials				
	media				
	Please note any significant changes from the budget submitted in the application.				
3					
	What was the one greatest accomplishment this reporting period? How was this accomplishment shared with the community?				Completion of the Needs Assessment. Letter to the Editor reporting part of the data received published on 7/30/07. Public presentations will begin after completion of Strategic Plan.
4					
	What was the one greatest barrier this reporting period? What was done to address this barrier?				Getting articles in the newspaper regarding the work of the CAC (Town Hall Meeting; Needs Assessment). We are planning a Media Advocacy Workshop to be held 10/18/07 facilitated by WyPTAC to train the CAC how to best utilize media to get our message to the community.
5					

